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Senate Minutes

Kutztown University Senate

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UNIVERSITY SENATE MINUTES
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SEPTEMBER 6, 2018
ACADEMIC FORUM 103

Present: H. Alviani, G. Andersen, A. Arnold, M. Cardozo, J. Conahan, A. M. Cordner, R. Courtney, S. Dewey, S. Doll-Myers, M. Gabriel, J. Gehrenger, M. Gober, C. Habeck, B. Hudak, D. Immel, M. John, E. Johnson, E. Kraal, S. Mangold, B. Kronenthal, (for P. McLoughlin), A. Meck, L. Moss, F. Murshed, L. Norris, A. Pfeiler-Wunder, R. Portada, V. Reidout, S. Riley, G. Sirrakos, D. Stafford, J. Sunsay, E. Sweet, M. Vaughn, A. Vogel, S. Wei, D. Wingrove, T. Wong, A. Zayaitz, Y. Zhang

Absent: C. Cotellese, K. Hawkinson, J. Jedwab, W. Rogers, M. Scheuing, M. Sims, J. Sober-White

Guests: D. Beougher, A. Christman, G. Clary, J. Downing, J. Garcia, L. Kowalski, K. Prock, C. Wells

I. Call to Order

University Senate President A. Arnold called the meeting to order at 4:03 PM.

II. Announcements – A. Arnold

No Announcements

III. Approval of the Minutes – A. Arnold

R. Courtney moved to approve Minutes; second V. Reidout. Minutes approved.

IV. President, Committee Task Force Reports:

A. Senate President's Report – A. Arnold

1. A. Arnold welcomed returning and new Senators.
2. Last year, we made progress to develop Senate as a deliberative advisory body of governance.
3. Middle States and Assessment: I need to take responsibility and to offer an apology. We failed Assessment under Middle States. Last year, I, like some other Department Chairs realized that Assessment was a problem. Because of that, the History department began the process of rebooting our assessment methods. But it didn't occur to me to bring the problem to Senate. It should have. As a deliberative, advisory body, we can work to shift KU to have a positive, sustainable culture of assessment. The process offers opportunities to identify what is working and what can be adjusted for positive change. Assessment is valuable to us and to our students.

4. Senate Leadership: Encouraged Senators to consider stepping into leadership roles on Senate. Positions offer learning opportunities and new perspectives. "Working up" to a leadership position is not necessary. All are encouraged to attend Executive Committee meetings beginning Tues. Sept. 11, 2 PM in the Senate office, Old Main.

5. Focus: last year, Senate focused on First Weeks Problems and found solutions to remove obstacles students face at that critical time. We will revisit to examine impact of initiatives implemented as a result.

This year, we will focus on Last Weeks issues from all facets of the University to help retain students ensure that they are ready to return. This includes how students handle last two weeks; we need to hear from our Student Senators.

All Senators: Please get feedback from constituents about last two weeks: last week of class and "Finals" week - prepare to post to D2L for informed Senate discussion about what is appropriate for different disciplines. [This includes Support Services such as CASA.]

6. Mission and Senate's place: KU is best at shifting students from "good" to excelling. This relates to First/Last Weeks issues. Remember Senate is only body representing all perspectives on campus.

B. Senate Vice President's Report – A. M. Cordner

1. Due to departures for varying reasons, Committee on Committees (CoC) is identifying open

positions and will soon issue a Willingness to Serve to fill them.

2. Updating Bylaws: will continue; this will conclude soon.
3. Overtime: an issue that the Committee can take on as a new task; an ongoing job .

C. University President's Report – A. Zayaitz for K. Hawkinson

K. Hawkinson unable to attend due to Council of Trustees duties.

A. Zayaitz sends greetings on behalf of President Hawkinson. In lieu of his report, please access his State of the University Address from opening day: <https://www.kutztown.edu/about-ku/office-of-the-president/statements-addresses-media-appearances/2018-state-of-the-university-address.htm>

D. University Provost's Report – A. Zayaitz

1. Daniel Greenstein, former leader in Postsecondary Success at the Gates Foundation, is the new Chancellor of PASSHE. He is active on Twitter. He will visit KU Nov. 1.

2. Middle States:

- a. found KU failing to comply with Standard Five: Assessment and thus the University is on Warning. Assessment must be THE focus, and in a sustainable way.
- b. Assessment is not evaluation [of faculty]. Student Learning Outcomes [SLOs] are assessed; adaptations made as needed based on outcomes.
- c. This is Continuous Improvement; examining data and making adjustments for better outcomes.
- d. Must be better at documenting
- e. Wednesday, Sept. 12: Liaison from Middle States will be here. It sends a very negative message if those invited to meet do not show up. Please send a substitute.
- f. Friday, Sept. 14: L. Suskie, Assessment Consultant, will be on campus. It sends a very negative message if those invited to meet do not show up. Please send a substitute.
- g. Having a "Warning" status from Middle States is damaging. If KU does not come into compliance, we will be on "Probation," the current status of Cheyney. The gravity of this can't be emphasized enough. Faculty must be on board.

3. Retention: is also critical. Faculty must identify student hurdles. Make no assumptions about students; reach out and/or direct them to support services. Acknowledge hard-working students.

4. Good News: A new BS program in Public Relations, housed in the English Dept; two new Digital Labs; new degree in Social Media, housed in the Communication Studies Dept.

E. Student Government Board (SGB) Report: – B. Hudak

1. SGB President introduced two new Senators from SGB: G. Sweet, VP and A. Meck, Treasurer
2. SGB held elections on Sept. 6; four new Freshmen are now on SGB.
3. SGB will go for annual retreat to go over Roberts Rules, set policy and goals for the year.
4. SGB will be working to align missions of diversity organizations
5. SGB is committed to transparency of leadership
6. The annual PASSHE SGB Leadership Conference is late Sept; valuable learning for all
7. B. Hudak thanked the Senate for its work on the First Weeks Problems; SGB is distributing information to students through social media

V. Unfinished Business - A. Arnold

A. First Week(s) Problem Memo

1. Senators please remind colleagues Spring 2019 Bookstore orders due by October 15.
2. Library faculty reports on faculty use of materials on Reserve: 455 e-reserves; 49 paper
3. J. Downing reports Bookstore has been busy. On behalf of Bookstore, she thanked Senators for raising awareness regarding the importance of early orders; great benefit to students.
4. A. Arnold: It's very effective to come at a challenge from all angles as demonstrated here.

B. Academic Policy Committee

Senate will be revisiting Academic Honesty and Regalia policies. To address the Regalia policy properly, Senate will deliberate what makes Graduation meaningful for students and others.

C. Verification of Attendance

1. Faculty Senators: remind constituents of the great importance of doing this, and the easiest, most efficient ways to do so.
2. Note that it is traumatic for a student to get a warning that there may be an adjustment to their aid.
3. A positive practice since students not attending a class don't deserve federal funds for it.

VI. New Business - A. Arnold

A. Last Weeks and Final Exam Period

A Discussion Board will be set up on the Senate D2L page. Senators please solicit how your constituents conduct their classes during last week of class and "Finals Week" to determine best practices in different disciplines.

B. Sustainable Culture of Assessment (Continuous Improvement)

A. Arnold: according to data from one year, only one department, Sport Management, successfully conducted assessment by closing the loop and making adjustments based on analysis of data collected. Other programs have work to do. Doing assessment well is difficult, needs teamwork. What works? What are the challenges? We need to tap those with expertise.

Discussion:

A. Courtney: A skeleton would be helpful.

M. Vaughn: Sport Management is happy to provide a prototype.

A. Vogel: English Dept. is highly frustrated; have been working on assessment since 2010 when severely criticized by Middle States. He asserted that his department kept conducting assessments but with insufficient resourcing, training, and guidance. In fact, upon seeking guidance they were told on multiple occasions by administration that their assessment work was good. English confidence in administration is shaken. They are concerned that we are not taking Middle States' warning seriously enough.

Appropriate resources are essential to do assessment correctly. English Dept. recognizes the value and wants to participate but has not been adequately supported in the past.

K. Prock: Clarified that the data showing only Sport Management successfully conducted assessment came not from Middle States but from the Assessment Council. It reflects only one year; other departments have been successful in other years.

Issue: Assessment must be sustainable and can be improved.

E. Kraal: A number of comments

1. We hear back from average students several years after graduation and they're reporting on extraordinary professional achievements or positions. These longer term outcomes would be very valuable, if difficult to obtain, in relation to assessment.

2. We are assessing programs but don't have experience assessing courses. Many do not know how to write SLOs and develop rubrics. The Center for Enhancement of Teaching (CET) used to have an office for resources but has been gone for ten years. That kind of support is needed.

3. Concern that assessment requirements may impact student evaluations, making junior faculty particularly vulnerable. Evaluation of teaching must align with assessment.

4. All of this is so important. Yet it's as if faculty are expected to hit a 3-point shot when they've never played basketball before.

A. Arnold: Affirmed E. Kraal's analogy. Assessment must be specific to each discipline.

K. Prock is a valuable resource but should there be more staffing? With stakes so very high, fears investment is lacking. For example, the CET is long gone. How do the Strategic Plan and Assessment align?

Y. Zhang: I do not recall how Middle States assessed programs.

A. Arnold: They assessed your assessment: the extent to which your assessment got to the university level, then extent to which the university used your assessment to make informed decisions. Is that right?

K. Prock: [first statement inaudible] The results were reported in the Self-Study document evidence during the visit.

A. Arnold: Does anyone else have anything to more to contribute regarding a maintaining a continuous culture of assessment? That includes all divisions on campus, not just academic.

A. Vogel: Voiced strong support for all of E. Kraal's comments and concerns.

L. Norris: Assessment provides great opportunities to recognize strengths of programs and areas that need to be improved. Important to focus on the positives and long-term gain.

Senate is a great body to address this issue. Research shows that the more diverse a group, the better decisions it makes. Senate is the only body representing every part of KU; most diverse perspectives.

A. Arnold: What do other schools do? What are the staffing guidelines? How do we know we are sufficiently staffed?

K. Prock: One graduate assistant for each college have been hired. I will do my best to assist each department. Workshops will be offered to help departments write SLOs and do assessment. They will be posted online. I think right now we are ok but as you said, there will be more tasks to accomplish.

A. Arnold: More cooperation would be good and I am glad you are doing workshops.

A.M. Cordner: Why not take advantage of so much talent already on campus?

T. Wong: Agreed.

Consider having one faculty member in each department have one course release to be in charge of assessment. This person both knows the discipline and can be trained in assessment.

A. Vogel: Excellent idea. English Dept. suggested this in 2010.

E. Kraal: The National Science Foundation has publicly supported 1:1 mentoring for assessment.

A. Arnold: Noted existing resources: University Assessment Council; Office of Assessment; K. Prock; Grad Assistants for each College.

Given the tremendous urgency, again, do we have sufficient resources? Especially up front to write effective SLOs and rubrics.

We are not hearing equivalent urgency in response to these questions about staffing.

Please, Senators, reiterate to your colleagues the positives of assessment.

VII. As May Arise

D.B. Johnson: In Rickenbach, hundreds of thousands spent on creating SMASH lab across from my office. Detection of mold required plastic tenting; makes navigation difficult for the mobility challenged. Also deters students from coming to me as Assistant to the Dean for Student Success. This is a retention issue.

Administration and Facilities have responded quickly and wonderfully but better communication is needed.

We also need a communication plan for construction signage on campus, especially for the disabled. Administration, please investigate.

A. Arnold: Also had great response from Facilities in addressing AC problems in Lytle.

Asked A. Zayaitz: Maybe bring the communication issues to Public Relations?

A. Zayaitz: Sure.

VIII. Adjournment:

E. Kraal moved to adjourn; second A. Pfeiler-Wunder. Meeting adjourned, 5:05 PM.